

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Modern Woodmen 5K Event
Date: May 22, 2014



Attached is an Activity application, letter and map from Travis Guy on behalf of Modern Woodmen of America. Mr. Guy is requesting to hold a 5K Run/Walk and a short (100 yards) Kids Fun Run on Saturday, September 20, 2014 from 8:30 am to 11:00 am.

The 5K will start at approximately 9:00 am. The races will begin and end at 18th Street and 2nd Avenue. The Kids Fun Run will be held prior to the 5K race and will take place along the same course as the 5K. A post-race party will be held after the race on Modern Woodmen's property or at Schwiebert Riverfront Park.

Modern Woodmen has contacted the Police Department for traffic control and the certificate of insurance is attached. The purpose of this event is to benefit the River Bend Food Bank.

RECOMMENDATION:

It is recommended that Council approve the event for Modern Woodmen of America.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager



CITY OF ROCK ISLAND
 LICENSE APPLICATION
ACTIVITY PERMIT

Type of Activity: (Check Appropriate Activity)

Parade	<input checked="" type="checkbox"/> Run	<input checked="" type="checkbox"/> Walk	March	Bicycle Ride	Other (specify below)
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Day/Date of Activity: Saturday, September 20, 2014

Event Start Time: 8:30 am Event Ending Time: 11:00 am

Set-up Start Time: 6:00 am Clean-up End Time: 12:00 pm (noon)

<u>Modern Woodmen of America</u>	<u>Travis Guy</u>
Sponsor Name/Organization	Contact Person
<u>1701 1st Ave. Rock Island, IL</u>	" "
Address	Address
<u>309-793-5554</u>	" "
Telephone	Telephone

Estimated number of: (Put Number in Appropriate Boxes)

Bands	Floats	Vehicles	Wheelchairs	Participants	Horses	Other (Specify)
				<u>500</u>		

Number of volunteers available for traffic control: 45-50
 (Contact Police Department to arrange for traffic control. Telephone No. 732-2402.)

Tail car provided by sponsor? Yes No

Ambulance/first aid provided by sponsor? Yes No

Route for activity: Detailed description and map of city streets and property involved in activity must be attached to this application. Starting and ending locations as well as direction of travel need to be clearly indicated. If State-owned streets are included in route, Department of Transportation permission will be required for closing of streets. Please allow additional time (at least one month to six weeks) for this to be completed.

Are any State-owned streets involved? Yes No Unknown

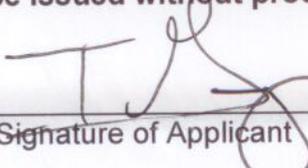
Identify State-owned streets, if known. _____

Does sponsor provide barricades? Yes No

Are barricades required from City? Yes No Qty: As many as possible

Insurance requirements: In submitting this application, the undersigned agrees to provide certification of Liability Insurance Coverage for this event in an amount not less than \$300,000.00 for any person, and \$500,000.00 for any one accident, with the City of Rock Island being listed as additional insured for claims or damages which may arise out of said event. The undersigned further agrees to reimburse the City of Rock Island for any and all costs that exceed \$200.00 for the use of City streets and personnel.

All required insurance papers must be attached to this application. Permit cannot be issued without proof of insurance.



Signature of Applicant

4/28/14

Date of Application

Note: A copy of your application will be submitted to the Police Department so they will be able to assist you with any needed traffic control.

Do not write below line – to be completed by City Clerk's Office

Route map and/or information included: Yes No

Insurance information included: Yes No

City Council approval: _____

City Clerk approval: _____

License / Permit number: _____

License Printed: _____ License Delivered: _____

Return completed application,
Insurance Certificate, Map and any other additional documents to:

City Clerk's Office, 1528 3rd Avenue, Rock Island, IL 61201

Call 309-732-2010 if you have questions.

Touching lives. Securing futures.®

Investment Department
Modern Woodmen of America
1701 1st Avenue, Rock Island, IL 61201
Phone: 1-800-447-9811
www.modern-woodmen.org

Travis Guy
Modern Woodmen of America
1701 1st Avenue
Rock Island, IL 61201
April 28, 2014

Aleisha Patchin
City Clerk
City of Rock Island
1528 3rd Avenue
Rock Island, IL 61201

Aleisha:

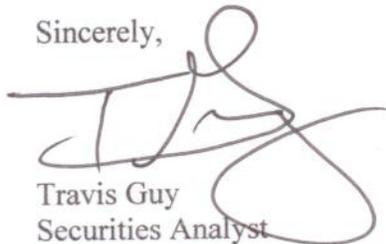
Enclosed you will find the necessary application materials for the event we previously spoke about, scheduled to take place on Saturday, September 20, 2014.

We are planning a 5k run/walk to benefit the River Bend Food Bank. The race is expected to begin at 9am with substantially all participants finishing within 1 to 1½ hours. In addition, we are planning to stage a short (~100 yards) kid's fun run immediately prior to the 5k along the same course. A modest post-race party will be held immediately after the race and will take place either on Modern Woodmen property or at Schwiebert Park. The Kiwanis Club currently has the park booked on the 20th and we are in discussions with the Club about sharing the property prior to their event which begins at noon.

A map of our race route is enclosed along with step by step directions. The route has previously been approved by Lt. Landi with the city's police department and requires 12 officers. I have also enclosed the required insurance material.

Please let me know if you have any questions or there is anything further you require. Thanks for your help in making this event a success.

Sincerely,



Travis Guy
Securities Analyst
Modern Woodmen of America

Modern Woodmen 5k Race Route:

1. Start at the intersection of 18th St and 2nd Ave heading South
2. Turn East (Left) on 5th Ave
3. Turn South (Right) on 23rd St
4. Turn West (Right) on 9th Ave
5. Turn North (Right) on 20th St
6. Turn West (Left) on 7th Ave
7. Turn South (Left) on 17th St
8. Turn East (Left) on 9th Ave
9. Turn North (Left) on 23rd St
10. Turn West (Left) on 5th Ave
11. Turn North (Right) on 18th St
12. Finish at corner of 18th St and 2nd Ave – Same start and finish line.

